

Ryan White Planning Body
Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

Meeting Minutes

Wednesday, January 13, 2019; 1:00pm-2:05pm
Hal Marshall Building Auditorium / 700 N. Tryon St. Charlotte

Meeting goals

1. Finalize survey questions
2. Design survey distribution
3. Develop communication strategies between workgroup and funded organizations

Attendance

Shannon Farrar (Chair), Annette Huffstead, Bruce Trujano, Dana Reid (by phone), James Settles, Lamar Gill, Luis Cruz, Renate Nnoko, Rick Shelton, Sue Goodman, Tammeka Evans (by Skype), Kayla Earley

Meeting minutes

Welcome & Introductions

The group introduced themselves. Shannon Farrar reviewed the goals of this meeting.

Needs Assessment Survey Discussion

Facilitated by Shannon Farrar, the Workgroup reviewed its Sample Consumer Survey question-by-question. Members provided specific feedback on:

1. Adding an estimated completion time to the survey introduction
2. Rewording and separating questions on Ethnicity / Race
3. Adding "HIV" in front of "viral load" to add clarification
4. Rewording "Cost-Sharing" to "copays" for easier understanding
5. Deleting duplicated services in the final two questions

Sue Goodman to send an example of HRSA's wording for Race/Ethnicity questions. Kayla Earley to make the suggested changes. Once changes are made to the online version of the survey, Earley will send to the Needs Assessment Workgroup. Workgroup members to pilot the survey upon receipt, noting the amount of time it takes to complete and suggesting any additional edits.

Meeting did not move on to the next agenda items, as the group's in-depth discussion on the survey tool needed extra time. Farrar to send a poll to determine how many members are available to meet again on 3/6/2019 to discuss survey distribution and partnerships.

Meeting adjourned at approximately 2:05 pm.